ELECTION OFFICERS' DIGEST

AND

INSTRUCTIONS FOR ELECTION OFFICERS

PRIMARY ELECTION, JUNE 4, 1974

POLLS OPEN: 7 A.M. — CLOSE: 8 P.M.

Registrar of Voters
Room 155 - City Hall

ON ELECTION DAY ONLY, PHONE

558-3061

ON OTHER DAYS CALL 558-6161

3 1223 08678 6960

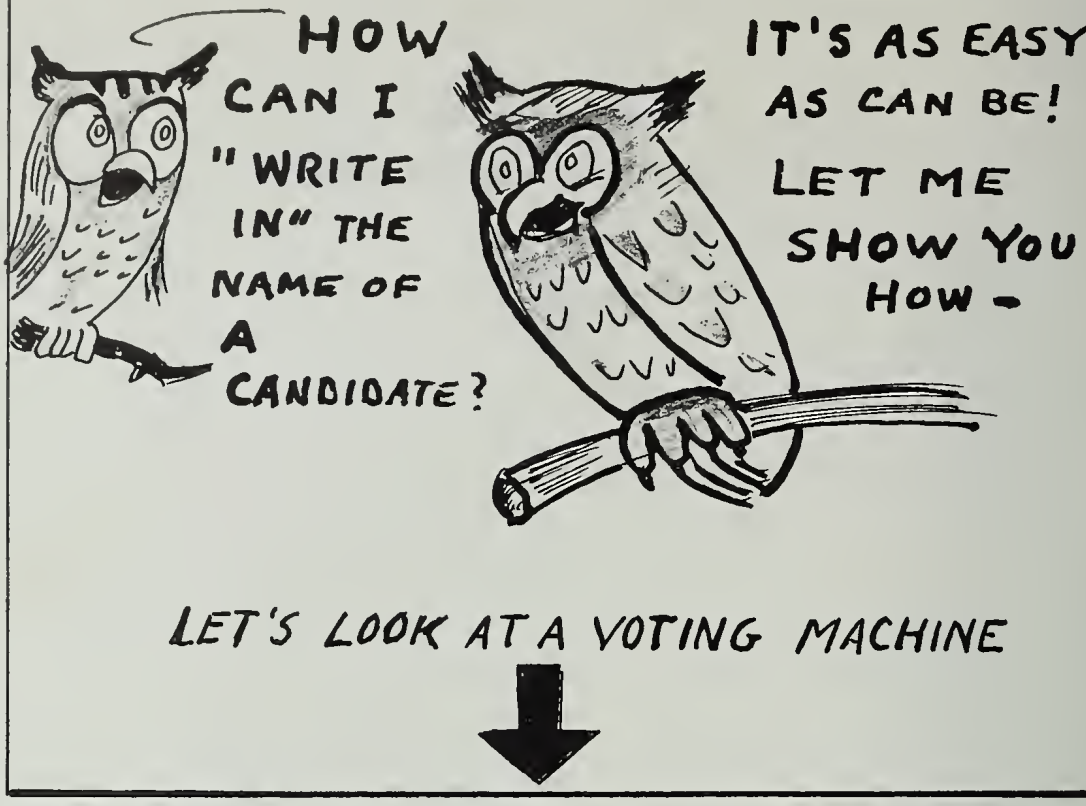
This is a Primary Election. You must put roster number on voters' affidavits in Record No. 3.

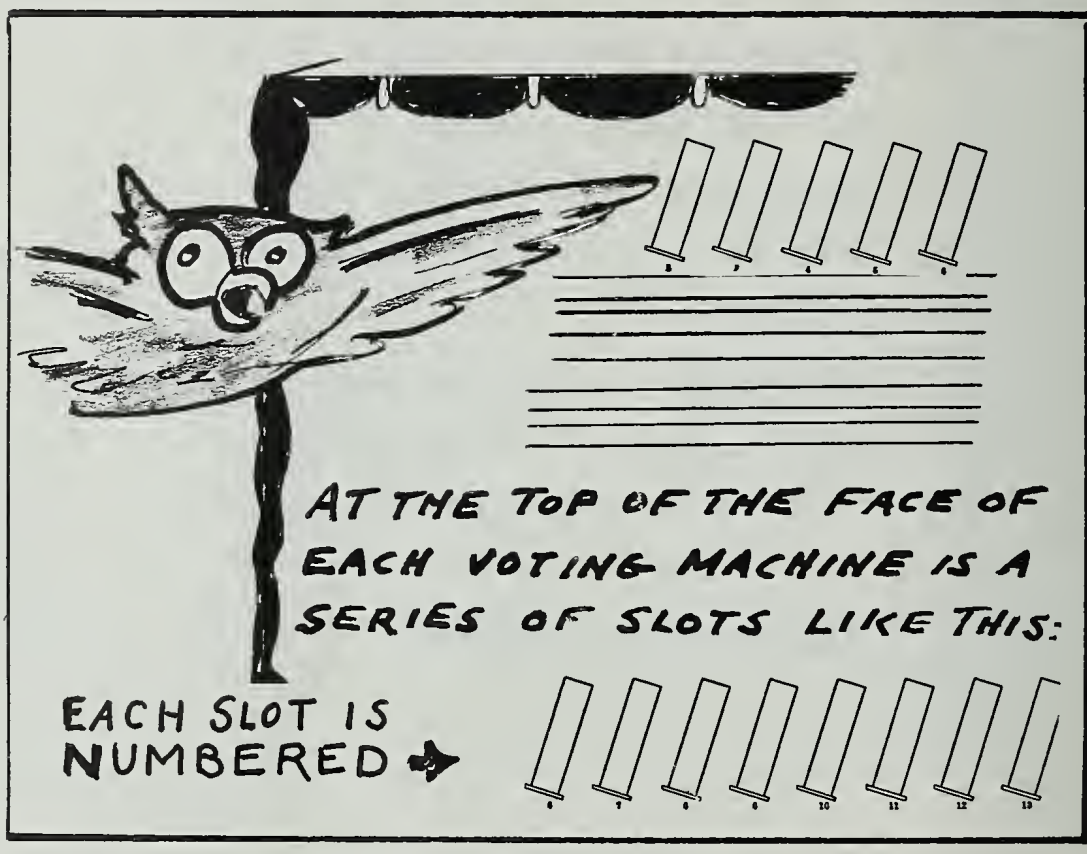
Signing the Roster of Voters:

Do NOT permit anyone to sign their names in the Roster of Voters until they are about to enter the voting machine.

Permitting a number of voters to sign the Roster of Voters and then stand in line has been the cause of much trouble and confusion.

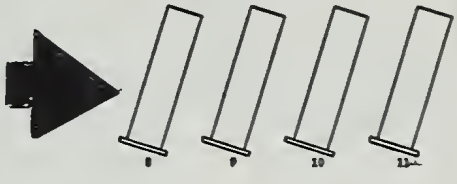
Read Paragraph 58 herein.


HOW CAN I "WRITE IN" THE NAME OF A CANDIDATE?
IT'S AS EASY AS CAN BE! LET ME SHOW YOU HOW -
LET'S LOOK AT A VOTING MACHINE

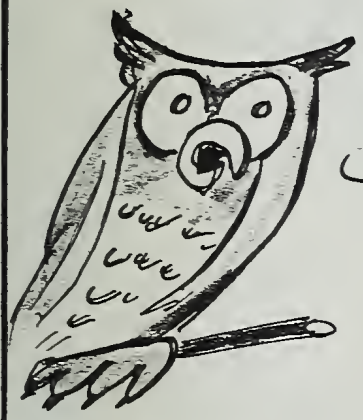

AT THE TOP OF THE FACE OF EACH VOTING MACHINE IS A SERIES OF SLOTS LIKE THIS:
EACH SLOT IS NUMBERED

DIRECTLY OVER EACH OFFICE TITLE ARE NUMBERS

TO "WRITE IN" A CANDIDATE, LOCATE THE OFFICE TITLE, SELECT ANY NUMBER ABOVE IT - AND THEN GO TO THE SLOT AT THE TOP OF THE VOTING MACHINE WITH THE SAME NUMBER, LIFT THE SLOT UP AND WRITE IN THE NAME OF YOUR CHOICE —



SIMPLE, AIN'T IT?



AND "WRITING IN" A NAME FOR PRESIDENT IS EVEN EASIER — JUST LIFT SQUARE SLOT NO. 1 AND WRITE IN YOUR CHOICE

AIN'T YOU THE WISE OLD OWL!

F.R.Q. 1973

IF ONE OF YOUR JUDGES SHOULD FAIL TO SHOW UP ON ELECTION DAY —

You can appoint any qualified elector to take that Judges' place.

Or, you may phone us for a replacement.

BUT! If you phone us for a replacement, be sure to supply us with the name of the missing Judge. This is essential. We must have the name of the missing Judge.

STOP DOING THIS!

YOU MUST NOT CHANGE A VOTER'S AFFIDAVIT OF REGISTRATION FOR ANY REASON!

This is not your business.

You have no authority to make any kind of change on a voter's affidavit of registration. You may think you are being helpful but you are not. When you make such changes you cause trouble for the voter and for the Registrar of Voters.

If the voter wants a change of address, a change of name, or any other change, advise him to contact the office of the Registrar of Voters where such change will be properly and legally made.

CLASSES FOR ELECTION OFFICERS

City Hall, San Francisco

Election Officers:

Welcome to our staff of election day polling place officials. By participating in the election process you are rendering a valuable service to your community. Your part in this election is of vital importance for yours is the grass roots participation that makes an election possible. For that reason I ask you to read this booklet carefully. If you do so, you will encounter few, if any, difficulties on election day.

I urge you to attend instruction classes given in my office during the two week period preceding election day. Expert instructors will be on hand to explain your duties to you and to demonstrate the proper way to operate our voting machines. These classes will be brief and questions are always welcome. (See schedule below.)

At this election Judges will receive $23.00, and Inspectors $27.50. Checks will be mailed to you at the address which you, yourself, write on the Form 60, Payroll Sheet, on election day at the polling place. (Inspectors at precincts having more than one voting machine will receive $2.00 extra for each extra voting machine.)

Should you be assigned to a precinct other than your own, and be unable to get to your precinct on election day, you may vote by absentee ballot in my office at the City Hall, between ~~October 10~~ May 6, and ~~November 6~~ May 28, from 8 a.m. to 5 p.m. daily, except Saturday, Sunday and Holidays.

Do not let the number of certificates and forms, which the law requires you to fill out and sign, frighten you. They are all short and simple and will take only a few seconds of your time. The only lengthy task facing you on election day is that of tabulating the vote after your precinct has closed. But even here, if you cooperate with one another, the tabulation should be speedily and accurately accomplished.

One final request: Please do not sacrifice accuracy for speed. It takes only a minute or two longer to do the job properly.

— Registrar of Voters

CLASSES FOR ELECTION OFFICERS

No classes between 12 noon and 1 P.M.

Classes start on the hour, every hour, during the hours listed below:

~~Tuesday~~, ~~October 23~~ May 20 through Friday, ~~October 26~~ May 24 — 10 a.m. to 4 p.m.

~~Monday~~, ~~October 29~~ May 28 through Friday, ~~November 2~~ May 31 — 10 a.m. to 5 p.m.

Saturday, ~~November 3~~ June 1 — 10 a.m. to 12 Noon.

Monday, ~~November 5~~ June 3 — 9 a.m. to 6 p.m.

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SUMMARY OF DUTIES BEFORE THE POLLS OPEN

1. Inspectors report 6:30 a.m. (Par 4).
2. Judges report 6:40 a.m. (Par 5).
3. All election officers must sign declaration to faithfully perform their duties. Par 5).
4. Place flag and indexes at polling place entrance. (Par 8).
5. Place voting machine model and sample ballots in conspicuous place. (Par 8 c).
6. Put Affidavits of Registration and copy of index in charge of Judge. (Par 8 e).
7. Put Roster in convenient place for voters to sign. (Par 8 f).
8. Compare voting machine ballot labels with sample ballot. (Par 11 a).
9. Compare voting machine ballot labels with tally books. (Par 11 a).
10. Make sure number on seal is the same number as on envelope containing voting machine keys. (Par 11 b).
11. Write the number of the seal in Certificate No. 1 in Tally Books. (If you have more than one voting machine, there will be more than one set of tally books). (Par 11 b). One green and one pink tally book goes with each machine.
12. Write number of Protective Counter in Certificate No. 1 in Tally Books. (Par 11 c).
13. See that Public Counter reads "000." (Par 11 e).
14. Unlock Lock No. 3 with Key No. 3, open voting machine compartment and make sure all counters are set at 000. (Fig. 6-7; Par 11 f - 14).

14a. Check date on write-in roll of paper. If no date, write date in.

15. Close voting machine compartment and lock Lock No. 3 with Key No. 3. (Par 15).
16. Fill in all blanks on Certificate No. 1 and sign same. (Par 14).
17. Unlock Lock No. 2 with Key No. 2 by turning keyhole slot upwards. (Fig. 5).
18. Break seal on voting machine. (Fig. 4; Par 16).
19. Be sure all election officers sign Form 60 — Payroll. (Par 6).
20. At 7 a.m. declare the polls are now open. (Par 17).

WHILE THE POLLS ARE OPEN

1. Do not open counter compartment after voting has commenced, until voting has been completed and the polls closed.
2. Be sure voters do not skip a line in signing the Roster. (Par 19).
3. Determine that the voter is eligible to vote in your precinct. (Par 20-22).

3(a). Set Primary lever (Par 22-25).

4. Release hold on entrance knob (or "In" button) as soon as voter commences to move the Red Handle. (Par 26).
5. Caution each voter to leave the pointers down after voting. Otherwise the votes will not register when the "red handle" is returned to its original position.
6. When voter indicates he has completed voting, raise the entrance knob (or push the "In" button) just long enough to permit the voter to commence moving the Red Handle to its original position. (Par 27).
7. As voter completes his voting, Judge will write on the Index opposite voter's name the number of the line on which the voter signed his name and the same number will be written on the voter's affidavit of registration in the proper box on the right hand side. (Par 28).
8. Once each hour until 4 p.m. rule out the names of those who have voted on the Index at the polling place entrance. (Par 30).
9. Examine the face of voting machine frequently, checking for tampering, etc. (Par 29).
10. Note reasons for any disrepancies between the votes on the Public Counter and the number of voters who have signed the Roster of Voters on page 16 of the Roster. (Par 27 & 52).
11. Close poll promptly at 8 p.m. Voters present on or before 8 p.m. may vote. (Par 32 & 33).
12. The Judge having charge of the Roster will rule a double line after the last signature thereon and initial same. (Par 34).
13. Sign certificate on last page of Roster. (Par 35b).

AFTER THE POLLS CLOSE

1. Lock Lock No. 2 with Key No. 2 by turning keyhole slot down. Do not open again under any circumstances! (Fig. 5; Par 35 d).

2. Seal the voting machine in the same place and manner as you found it sealed in the morning. (Fig. 4 & 14; Par 35 e-h).

3. Write the number of the seal in Certificate No. 2 in the Tally Books. (Par 35 i).

4. Write the number on the Public Counter and the number on the Protective Counter in Certificate No. 2 in the Tally Books. (Par 35 i).

5. Unlock Lock No. 3 with Key No. 3 (rear of voting machine) and open compartment exactly as you did this morning. (Fig. 6-7; Par 11 g).

6. Inspector will now call votes aloud to Judges. (Par 37-39).

7. Each Judge records the figures as called by the Inspector in his Tally Book. (Par 37-39). Each voting machine has two Tally Books, one green, one pink. Be sure to use a pink and green set for each machine.

8. After the vote calling has been completed, the Inspector and Judges will change places and check back figures in Tally Books with figures on voting machine counters. (Par 40).

9. Close back of voting machine. Lock Lock No. 3 with Key No. 3. (Par 41).

10. Put voting machine keys in Envelope No. 10 and fill in the blanks on Envelope No. 10 as required. (Par 41-42).

11. Fill out all blanks in Certificate No. 2 and sign certificate. (Par 43).

12. Fill out two copies of Form 37, Copy — Official Returns. Put one copy in Envelope No. 6 and post second copy outside the polling place. (Par 39 & 45).

13. Be certain that all certificates and forms have been signed properly and fully. (Par 5-6, 11 b-c, 14, 35 b, 35 i, 43, 52).

14. Place Roster of Voters, Tally Books, Indexes and other forms into their proper envelopes. (See directions under "Returning Supplies" Par 42-45).

15. Write time of adjournment on Envelopes No. 1 and 4 and sign.

16. Place all envelopes, Record No. 3, the American Flag, the copy of the posted index, and other supplies into the Supply Case.

17. Inspector will now return Supply Case with contents above listed to the office of the Registrar of Voters at the City Hall without delay. (Par 46).

BEFORE ELECTION DAY

1. About seven days prior to election day, the Inspector will receive through the mail the following items: Form 186 (a list of those persons assigned to serve as election officers at his precinct). Form 60, the Election Officers Payroll, will be in your Supply Case.

2. On the Sunday before election day, the Inspector's supplies will be delivered to him at his home. If the Inspector prefers, he may pick up these supplies at Room 155, City Hall, at any time after 3 p.m. of the Friday before election day. (We will be open until 12 o'clock noon on the Saturday before election day.)

3. Please check these supplies carefully. In the supply case you will find an oblong card listing all the items you should have. If anything is missing, call at the Registrar's Office on or before the Monday preceding election day and the missing item will be furnished to you.

4. The voting machine will have been delivered to your polling place, properly installed and ready for use, before election day. The Inspector should visit his polling place before election day and make certain that he will be able to gain admittance not later than 6:30 A.M. election day without unduly disturbing the occupants of the building. (E.C. 15159).

Fig. 2. Arranging the Polling Place. Everyone helps.

ELECTION MORNING

5. Those of you who are Judges must report to the polling place no later than 6:40 A.M. on election day and present your notices of appointment to the Inspector. Each of you must then personally sign the Declaration of Intention found on page one of the Roster of Voters. No one may serve as a polling place official until this declaration has been signed!

6. All of you, as members of the precinct board, must personally sign the Form 60, Election Officers Payroll before the poll is opened. When signed, put the Form 60 into Green Envelope No. 5 and deposit it in the supply case.

7. If it should happen that an officer appointed by the Registrar of Voters fails to appear by 7 a.m., those voters present, including members of the precinct board, shall appoint a voter to serve in his place. (E.C. 1633) If you are unable to fill the vacancy with a voter, telephone the Registrar and a substitute will be provided.

8. Judges are obligated to assist the Inspector in arranging the poll for voting by

   a. Hanging the American Flag conspicuously at or near the polling place entrance;

   b. Tacking up two copies of the Index to Registrar at the polling place entrance;

   c. Placing the voting machine model where it will be easily accessible for demonstration to voters (Fig. 1);

   d. Posting sample ballots where they may be easily seen;

   e. Putting the Inspector's copy of the Index to Register and the bound volume of Affidavits of Registration (Record No. 3) on the Judges's table;

   f. Placing the Roster of Voters in a place convenient for the voter to sign; and

   g. Examining the voting machine.

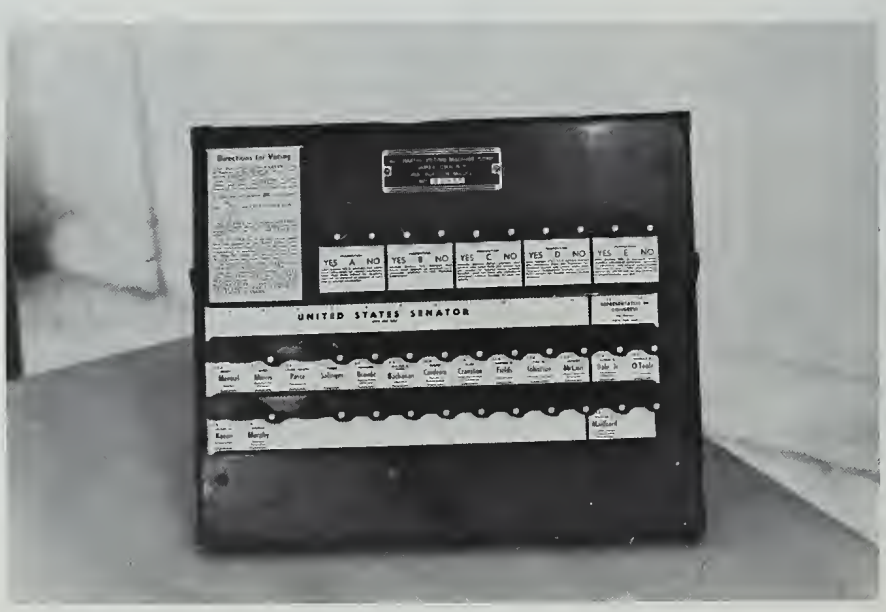
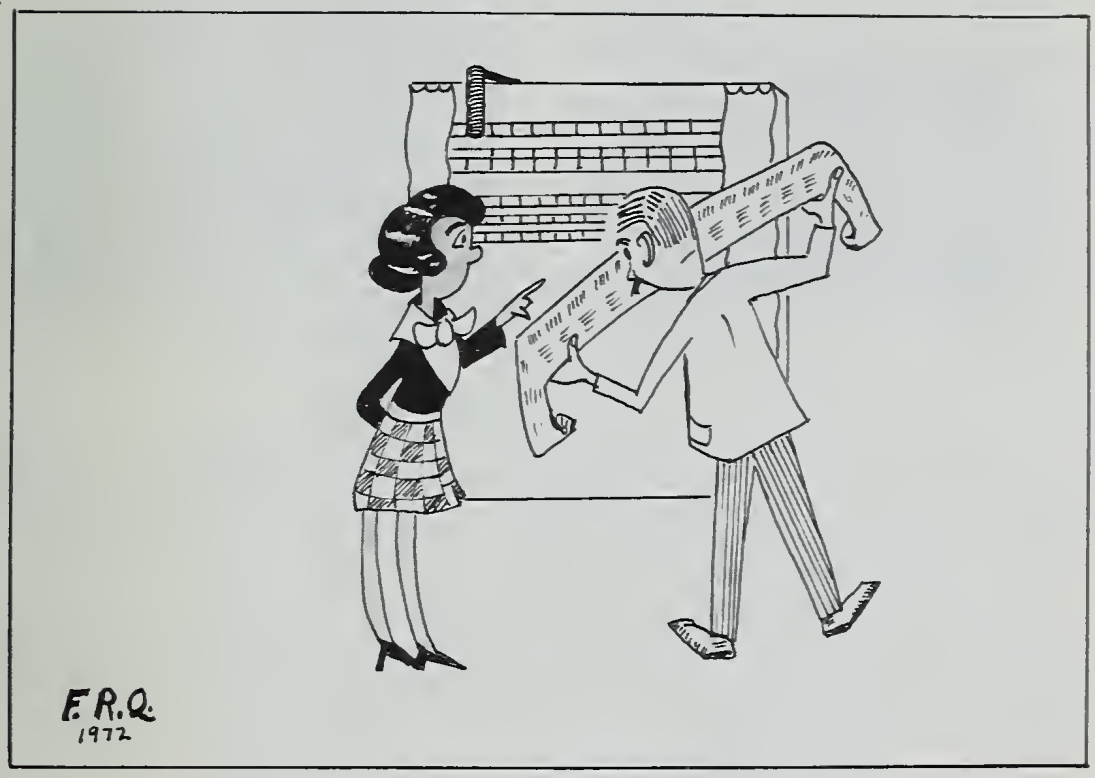


Fig. 1. Voting Machine Model.



9. **EXAMINING THE MACHINE BEFORE VOTING BEGINS:** The Inspector and Judges must, and any electors present may, before the poll is opened for voting, examine the voting machine to see that it is in a proper condition for voting. (E.C. 15163.)

10. The keys to the machine will be found among the supplies delivered to the Inspector on the Sunday before election day. The envelope containing these keys must not be opened until at least two members of the precinct board are present and have examined the envelope to see that it has not been previously opened. (E.C. 15161.)

Under no circumstances will you detach these keys from their ring.

Fig. 3(a). Face of older voting machine.

Fig. 3(b). Face of newer voting machine.

11. Examine the voting machine in the following manner:

a. Compare the propositions and names of candidates as they appear 1. on the sample ballots; 2. in the Tally Books; and 3. on the face of the voting machine. All three must have the propositions and names of candidates in the same order and with the same numbers.

b. Compare the number on the Voting Machine Seal with the number written on the envelope containing the keys and make sure both numbers agree. **Write this number in Certificate No. 1 in both Tally Books.** (See Figure 4 for illustrations of Voting Machine Seals and where to find them.) One Green and one Pink Tally Book goes with each machine.

Front view. Old machine.

Side view. New machine.

Fig. 4(a). Seal on older model machine.

Fig. 4(b). Seal on newer model machine.

c. Compare the number registered on the Protective Counter (Fig. 5) with the number written on the envelope containing the keys and be sure these numbers agree. **Write this number also in Certificate No. 1 in both Tally Books.**

d. On the older voting machines, the Protective Counter is on the right hand side of the machine as you face it. On the newer machines, it is on the top of the left hand side of the machine.

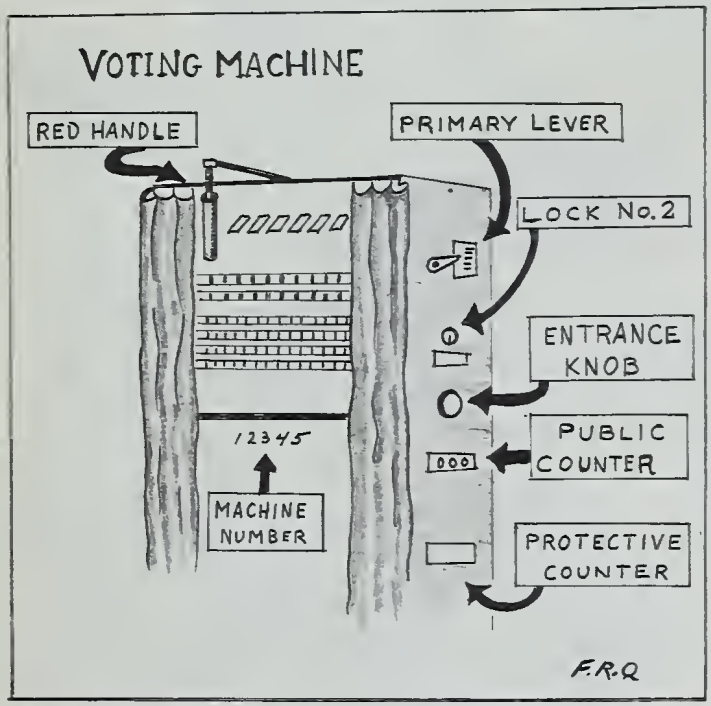


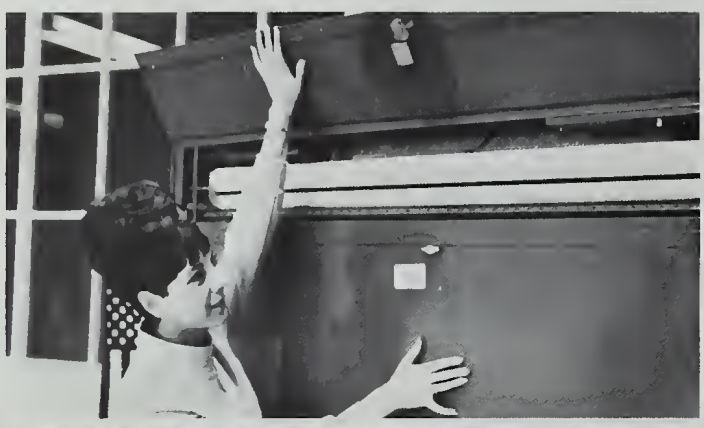
Fig. 5. Three quarter view of Voting Machine showing Primary Lever, Lock No. 2, Public Counter, etc.

e. The Public Counter should read 000. If not, note that fact on Certificate No. 1 on the last page of your Tally Book for that machine. The Public Counter is always on the right side of the machine as you face it.

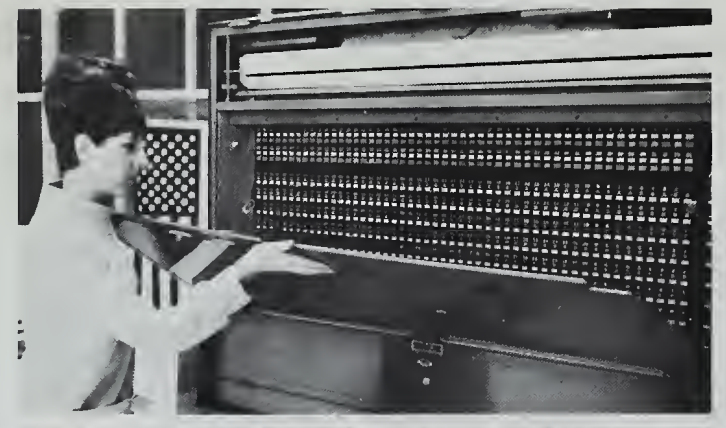
Fig. 6. Lock No. 3 on back of Voting Machine

f. **Fig. 7. Opening the back of the Voting Machine.**

(a) Open Lock No. 3 with Key No. 3 and turn handle to Verticle Position.



(b) Lift top plate up and over top of Voting Machine.



(c) Open middle plate by turning handle to vertical position and lowering gently.

(d) Back of Voting Machine exposed for examination or tabulation.

g. Without removing the seal or unlocking Lock No. 2, proceed to the back of the voting machine and open it with Key No. 3 at Lock No. 3. (See Figures 6 and 7.) Place one hand firmly against the middle plate and turn the small handle on the upper plate to a vertical position. Lift the upper plate up and over the top of the voting machine. Now turn the small handle on the middle plate to a vertical position and let the middle plate down slowly. The machine is now exposed and ready for examination. (Fig. 8)

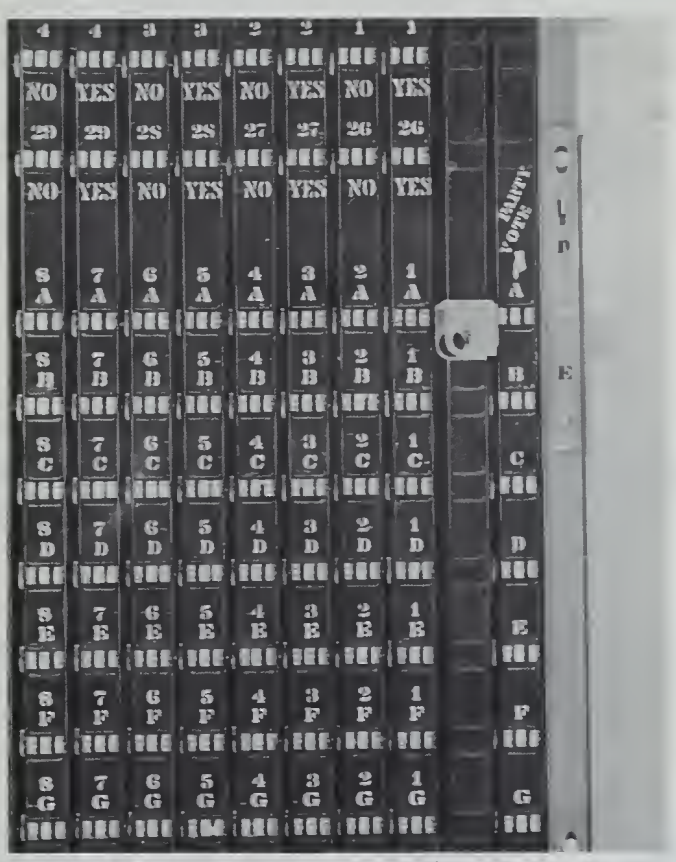


Fig. 8. Back of Voting Machine showing counters.

12. You will now observe that the voting machine counters are arranged in sets of three figures (Fig. 8) and are marked with the same numbers and letters as the corresponding pointers on the face of the machine. Because you are looking at the back of the machine, you must read the numbers from right to left. **Each set of counters should read 000 (three zeros.)**

13. Should one or more sets of counters not read 000, note that fact below Certificate No. 1 on the last page of your Tally Books for that machine. When tallying the vote after your poll has closed, deduct such figures from the total shown on those counters.

14. Fill out all of Certificate No. 1 in both Tally Books. Each member of the precinct board must sign this certificate in each Tally Book.

15. Close the back of the voting machine by reversing the instructions for opening it. Raise the middle plate first, secure it in place by turning the handle to a horizontal position. Lower the upper plate, turn its handle to a horizontal position and lock Lock No. 3.

a. **If the handles of both plates are not in a horizontal position and Lock No. 3 is not locked, the machine will not operate.**

16. Remove the seal after closing the back of the machine. Figure 4 will show where the seal is located on your machine. If your machine is an older model, the seal will be at the red handle secured through a pronged latch which partly encircles the handle. If yours is a newer model, the seal will be found inserted through the "In" or "Entrance Knob" on the side of the machine.

a. Remember how the machine was sealed because you will be required to re-seal it in the same manner and at the same place when you have finished your duties in the evening.

b. All this preliminary work should be completed by 7 o'clock A.M.

For a summary of these duties, see page number 3.

OPENING AND CLOSING THE POLLS

17. At 7 o'clock A.M., as required by law, the Inspector must proclaim aloud: "The Polls are now open!" From that time until 8 o'clock P.M. the poll must remain open without interruption. (E.C. 14205, 22903.)

18. A voter desiring to vote will announce his name and address in an audible voice to the Judges, one of whom will find the voter's Affidavit of Registration in the bound volume labelled Record No. 3. (See Fig. 11.)

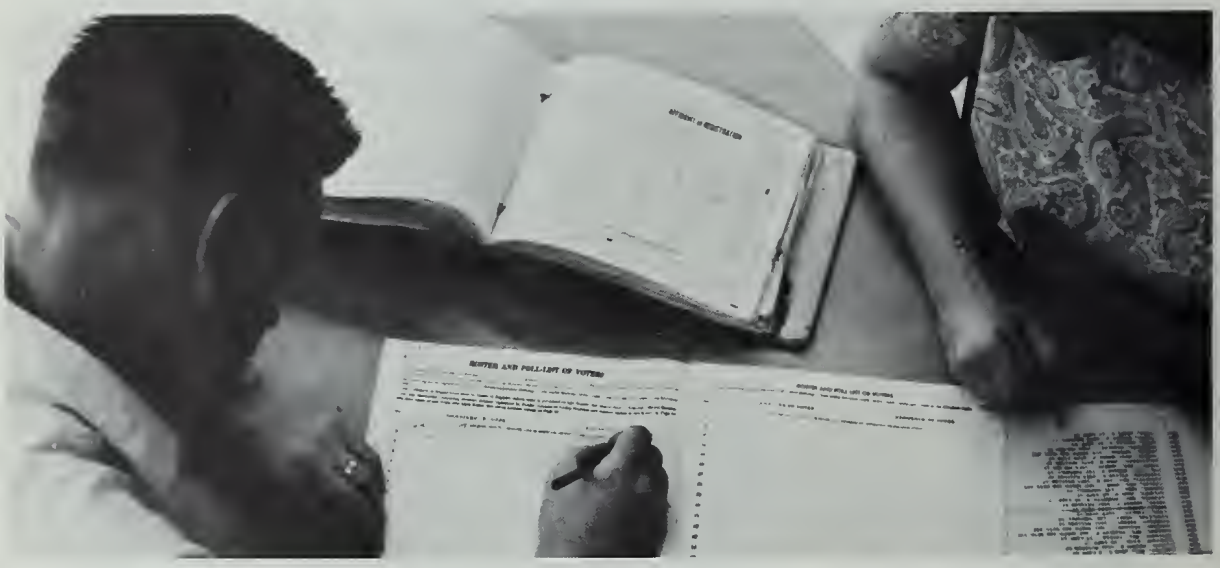


Fig. 10. Voter signing Roster while Judge looks on.

19. The Judge in charge of Record No. 3 will repeat the voter's name and address and have the voter write his name and address on the first vacant line in the Roster of Voters. Do not permit anyone to skip a line. The Judge will then compare the voter's signature with the signature on the voter's affidavit of registration and satisfy himself that they are the same signature.

20. The right of a citizen to vote is determined by your finding his affidavit of registration in Record No. 3 and upon your verification of his signature, regardless of whether the voter's name appears on the index or not. (E.C. 14402, 14405.) This affidavit of registration also bears upon its face the voter's political affiliation which is important in a state-wide primary election but not in a state-wide general or municipal election. (Important: Read Paragraph 67.)

21. If the voter's affidavit of registration is not in your Record No. 3 and he insists that he is registered and that your poll is his proper precinct, advise him to contact the office of the Registrar of Voters.

a. Included among your supplies are five cards bearing the Registrar's telephone number. If you are unable to phone us, give the card to the voter so that he may do so.

b. If an error has been made and the voter is entitled to vote at your poll, we will either send you a certificate to that effect or, if the voter has come to our office, give him such a certificate which he will present to you. This certificate is your authority to permit him to vote.

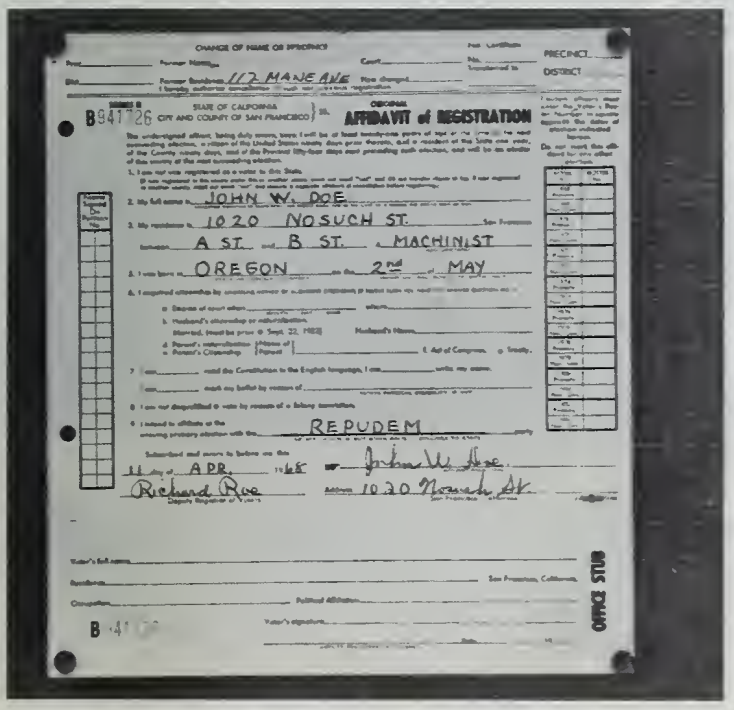


Fig. No. 11.
An Affidavit of Registration.
Found in Record No. 3.

22. Note: **This is a Primary Election.** The PRIMARY LEVER is used.

23. Set the primary lever before raising the entrance Knob which releases the Red Handle.

a. There are five positions on the primary lever: the four political parties and the non-partisan line. (When affidavit of registration reads "declines to state" for political affiliation, use the non-partisan line.)

24. The Judge in charge of the affidavit of registration book will announce the voter's political affiliation to the Inspector who will then set the primary lever at the proper line. Do not take the voter's announcement of his political affiliation. You must set the lever according to the information contained on the face of the affidavit.

25. You cannot change the voter's political affiliation. In case of controversy on this point refer the voter to the office of the Registrar of Voters.

26. When the voter enters the voting machine, the Inspector should raise the entrance knob (or, in the newer machines, push the "In" button) just long enough for the red handle to be released and to start moving to the right hand side of the machine. It is important that you release the entrance knob as soon as the red handle starts to move.

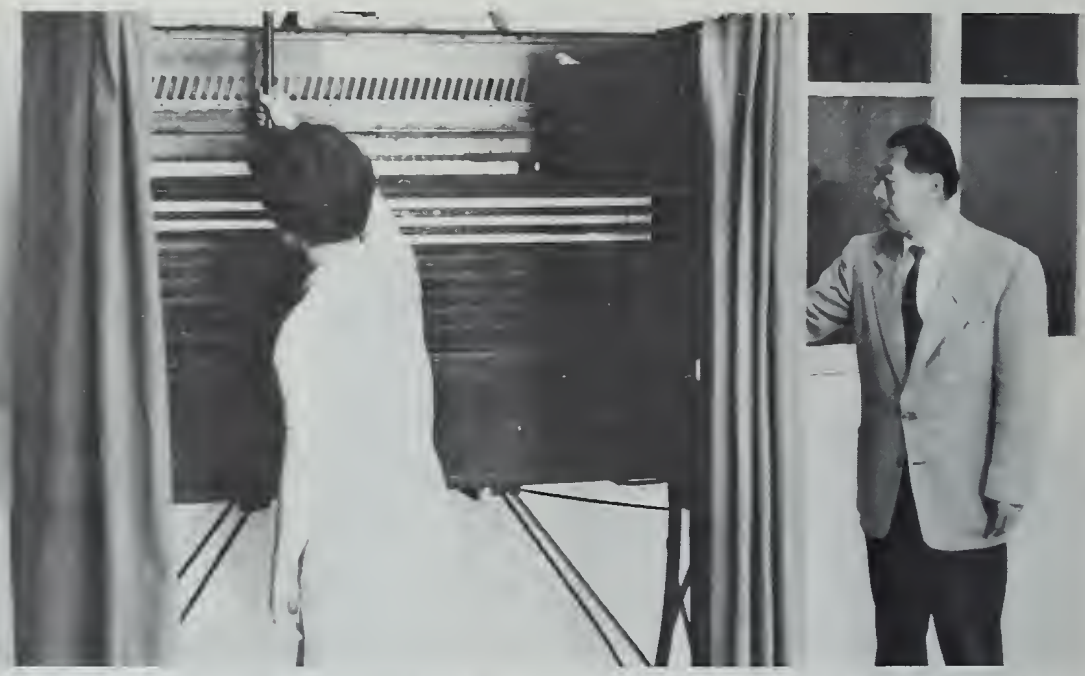


Fig. 12. Voter about to swing Red Handle to right in order to commence voting. Polling Place officer operates entrance knob.

27. When the voter has completed voting he will so announce and the Inspector should then raise the entrance knob (or, on the newer machines, push in the "In" button) just long enough for the red handle to start moving back to the left hand side of the machine. This action will register one vote on the Public and Protective Counters.

28. As the voter leaves the machine, the Judge having charge of the Index to the Register will write on the line to the left of the voter's name the number of the line in the Roster of Voters on which the voter wrote his name. The Judge having charge of the Affidavit Book will also write the same number on the Affidavit in the proper box.

28a. Deleted.

29. During the course of the day, examine the face of the voting machine frequently to see that no one has tampered with the labels or pointers and that nothing has been written upon or affixed to the machine.

30. Once every hour until 4 o'clock P.M. take one of the Indexes hanging at the entrance to the polling place and draw a line through the name of each voter who has voted during the past hour.

31. Among his supplies, the Inspector will receive a list of voters in his precinct who have received absentee ballots. No voter having received such an absentee ballot is to be allowed to vote at the polling place unless he surrenders his absentee ballot to you. Return such absentee ballots to the Registrar in Envelope No. 1.

For further details on problems which you might encounter during the day, read under "General Information" starting on page no. 24.

WHEN THE POLLS HAVE CLOSED

32. At 8 o'clock P.M. the Inspector must proclaim aloud: "The Polls are closed!" and the polling place must be closed.

33. All eligible voters at the poll at 8 o'clock P.M. who have not voted must be permitted to do so before voting ceases. But this privilege must not be extended to voters arriving at your poll after 8 o'clock P.M. (E.C. 14436, 14437.)

34. After the last voter has cast his vote, one of the Judges must rule a double line under the last signature in the Roster of Voters and initial the double line thus:

219 John W. Doe
220 ═══════════════════════ J.B.

Fig. 13. Voting Machine Seal.

35. With the poll now closed to voting finish your day's work by following these simple steps:

a. Put the American Flag into your supply case.

b. Fill out the certifiate on last page of the Roster of Voters which all board members must sign.

c. Put the copy of the Index on which you wrote the voter's roster number, together with the Roster of Voters, in Envelope No. 1.

d. Lock the voting machine by Locking Lock No. 2 with Key No. 2 and do not unlock Lock No. 2 again under any circumstances!

Fig. 14(a). Put seal upward through one hole in the pronged lever. . . . .

Fig. 14(b). . . . . and over and down through the other hole. Seal by driving point into slot at other end of seal.

e. Seal the voting machine in the same place and manner as you found it when you started in the morning. See Figures 4 and 14. On the older machines, the pronged latch through which the seal must pass lies on the top of the voting machine. It may so happen that during the day's activities the latch slipped backward to rest on the top of the machine. If you are unable to see it, just brush your hand across the left hand portion of the top of the machine and you will touch it.

f. Among your supplies is a fresh metal seal. Pass the pointed end of this seal UP through one slot of the pronged latch, loop it over, and pass it DOWN through the other slot. Insert the end of the seal into the head of the seal pressing down until it catches securely and cannot be withdrawn.

g. If you have a newer model machine, the seal is on the "In" button. (See Figure 4.) Just pass the pointed end of the seal UP through the slot of the "In" button, loop it over and push the pointed end into the head of the seal until it catches and cannot be withdrawn.

h. **The machine must be locked and sealed when the poll is closed.**

i. Fill in Certificate No. 2 on the last page of your Tally Books. You must enter in this certificate the number of the seal, the number shown on the Protective Counter and the number shown on the Public Counter. Once this information is recorded, the Inspector and Judges must sign their names thereto.

36. Open the back of the voting machine and start tallying the vote. If you have forgotten how to open the machine, see Figures 6-7; Par 11 g.

a. Any interested citizen may observe the count but he must not interfere with the tallying process.

37. Both Judges will each take a Tally Book and record the count therein exactly as the Inspector calls it to them from his reading of the back of the voting machine. Always remember that in recording the vote count, the Inspector calls by machine number and the Judges record under that number. (See Figure 8.)

38. It is important that the Inspector call the vote count in a clear and intelligible voice. Commence with the propositions and then proceed downwards to Line A to Line B, etc. If the figure to be called, for example, is "025" do not say "twenty-five." Instead, say "zero, two, five." Call the number of the proposition or candidate first, pause very briefly and then call the figures. Again, as example, say: "IA (slight pause) zero, two, five." The numbers assigned on the voting machine to each proposition or candidate are identical to the numbers assigned to the same propositions or candidates in the Tally Books. One green and one pink Tally Book goes with each machine.

39. Where two or more machines are used, each machine has a set of Tally Books. The number of the machine appears on the Tally Book. Fill out a set of Tally Books for each machine, then add all totals of the books together and enter the totals in the Form 37, Copy — Official Returns.

40. When the Inspector has completed calling the vote, the Judges should switch Tally Books and one of the Judges should then call out the vote from his Tally Book while the other Judge and the Inspector both confirm these figures on the second Tally Book and back of the machine, respectively.

41. When the count is completed, lock the back of the voting machine. Place all keys in Envelope No. 10 and endorse on the back of the envelope the required information. (E.C. 15251, 15252, 15253.)

42. Put Envelope No. 10, with keys inside, into the supply case.

43. Everyone must now sign the Certificate on Page 7 in all the Tally Books. If Certificate No. 2 on Page 8 has not been signed, do so now.

44. From your Tally Books, make out two copies of Form 37, Copy — Official Returns, and tack one copy to the outside of the polling place. Enclose the second copy in Yellow Envelope No. 6 and put Yellow Envelope No. 6 in your supply case.

45. Place the green Tally Book in large green envelope No. 1 and the red Tally Book in large red envelope No. 4.

46. Before leaving the polling place, make certain that all your supplies are in your supply case. Immediately upon completion of your work, deliver the case to the office of the Registrar of Voters in the City Hall.

47. **You are not authorized to make changes of any kind on the voter's affidavit of registration. Changes in address, political affiliation, name, etc., must be done personally by the voter before a deputy registrar of voters who will fill out an entirely new affidavit of registration which the voter must sign.**

48. **INDEX.** Once each hour from 7 a.m. to 4 p.m., draw a line through the names of voters who have cast their votes during that hour on one of the Indexes posted at the entrance to your polling place. This is a legal requirement. (E.C. 14203.)

49. **ASSISTING DISABLED VOTERS.** A voter whose affidavit of registration shows that he is entitled to assistance, or any voter who declares under oath that he is unable because of physical disability to vote may be allowed assistance in the voting machine. The law allows the disabled voter to name one or two persons of his own choice to assist him. The affidavit of secrecy found on page 2 of the Roster of Voters must be executed by the persons so selected.

a. Except as above provided, only the voter is permitted to enter the voting machine. Requests for instructions must be given to the voter from outside the machine. (E.C. 14423, 14424.)

50. **INSTRUCTION ON VOTING.** If a voter is not familiar with the voting machine, one of the precinct board should instruct him by using the voting machine model (Fig, 1) and the sample ballot. Avoid appearing to favor any candidate or measure.

51. **TIME ALLOWED IN MACHINE.** The law states that each voter may have two minutes in which to cast his vote on the machine. However, enforce this provision only when it is apparent that such delay is interfering with the orderly election process and causing inconvenience to waiting voters. (E.C. 15195.)

52. **LEAVING THE POLL WITHOUT VOTING.** On the last page of the Roster of Voters you will find a certificate on which should be listed the names of those voters who signed the Roster but left without voting. This certificate must be signed by all members of the precinct board.

53. **VOTERS WHO HAVE MOVED.** Any voter who has moved his place of residence within this county from one precinct to another precinct within the thirty days preceding this election or who has moved from this county to another county in this state within the thirty days preceding this election shall, for this election only, be deemed to be a resident and a registered voter of the precinct and county from which he moved. (Art. II, California Constitution.)

54. **ABSENTEE VOTERS.** Among his supplies the Inspector will have received a list of voters in his precinct who have voted under the Absentee Voters' Law or who have received an absentee ballot. If such a voter appears at your precinct, he must not be permitted to vote unless he surrenders to you his absentee voters' ballot. Return such ballots to the Registrar of Voters in Envelope No. 1.

Any voter may bring his or her voted absentee ballot to your precinct for delivery to the Registrar of Voters with your other supplies on election day, regardless of whether a voter in your precinct or not.

a. (If this is a state-wide primary or general election, the fact that the voter has voted absentee or received an absentee ballot will be noted in the small square on the right hand side of his affidavit of registration under this year's date in addition to being listed as an absentee voter.)

55. **VOTING MACHINE TROUBLE.** If trouble arises in the operation of your voting machine, one of the board members familiar with the trouble should telephone the office of the Registrar of Voters.

a. Please do not have a neighbor, voter or friend make the telephone call. It is often possible to correct minor adjustments by oral instructions and a third party only confuses the matter further. Should the trouble be such that an adjustment cannot be made over the telephone, an adjuster will be promptly dispatched to your poll.

56. **CHALLENGES.** Should a voter be challenged on any of the lawful grounds listed on page 3 of the Roster of Voters, place the voter under oath and examine him on the point of challenge. If assistance is needed, telephone the Registrar's office and a deputy registrar will be sent out to witness your ruling.

57. **WRITE IN VOTES.** Across the top of the voting machine are a number of slides, all numbered, slanting upward from left to right. To write in a candidate, lift the slide whose number corresponds with the office for which the voter wishes to write in his choice. Lifting the slide will reveal a paper on which the name of the write-in candidate may be written. Once this slide is lifted, a corresponding lever cannot be pulled down. For example: If a voter lifts a slide over an office for which only one candidate may be voted, the levers over the names of all the candidates for that office will be locked automatically. If the office is an office for which more than one candidate is to be elected, then only one lever will be locked. In other words, if five are to be voted and one is written in, only four levers will respond to the voter.

a. Should a voter indicate that he wants to write-in the name of a candidate of his own choice, instruct him before he enters the voting machine.

58. **HEAVY VOTING.** When a number of voters gather faster than the machine is able to permit them to vote, distribute numbered slips of paper to the waiting voters in order that each may vote in his proper turn. Permit no more than one person to sign the Roster of Voters while waiting to enter the machine.

59. **FEMALE VOTER'S CHANGE OF NAME.** Whenever a female voter has changed her name by reason of marriage or divorce since she last registered, she shall sign both her names as it was before the marriage or divorce and as it is at present on a single line, one name above the other, in the Roster of Voters. Further, she shall bracket both names to indicate that they represent one person. (E.C. 14404.) You should also advise her to re-register under her new name to avoid future confusion.

60. **INSPECTION AND INTERFERENCE.** Any person may inspect the Roster of Voters at any time in which voting is in progress or while votes are being counted, but such an inspection must not interfere either with the voters or with vote tallying. (E.C. 14218). This is to be a decision of the Inspector and not of the person desiring to check records.

61. **MEAL TIMES.** Arrange among yourselves for time off for meals. Use your good common sense in establishing these times so that not more than one member of the board is absent at one time. All of you, however, must be present from 5 p.m. to 8 p.m. when voting is heaviest.

62. **ERRORS AND OMISSIONS.** Be thorough in your work. Election Boards can be subpoenaed to correct errors or omissions in their work. What may appear to you to be of no great importance may cause the Registrar of Voters a great deal of trouble.

63. **RESPONSIBILITY.** Even though the Inspector is in charge, all members of the polling place board share equal responsibility in the affairs of the poll. Judges, as well as Inspectors, must be familiar with the operation of the voting machine so that they will be able to lock and unlock it should an emergency arise where the Inspector should be absent. Judges are not excused from the necessity of having a good, basic knowledge of voting procedure.

64. **USE OF TABLE AND CHAIRS.** No one except members of the polling place board and voters engaged in writing their names in the Roster of Voters may sit at the desk or table being used by the precinct board either during the hours of voting or when votes are being counted. (E.C. 14218.)

65. **POLLING PLACE STAFF.** The precinct board will consist of one Inspector and two Judges except where more than one voting machine is being used. For every extra voting machine, an extra Judge will be assigned.

66. **BADGES.** Badges are supplied in the Inspector's Supply Case. These are to be worn by the election officers during their tour of duty.

67. **CHANGE OF ADDRESS ON AFFIDAVIT.** A new law permits a change of address (within the county) to be made by mail. When such a change of address is made, the new address is entered upon the **back** of the affidavit of registration. If such a change has been made, the words "Address Changed" will be stamped, in red ink, on the face of the affidavit of registration. **You cannot make any such change for a voter.** See Par. 47.

68. **POST A COPY OF THE SPANISH BALLOT** in a visible location. Upon request, any voter may take one of your extra copies with him into the voting machine; this is to be returned to you after use.

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